TERMS OF REFERENCE: EDUCATIONAL EXPERT FOR RESOURCE AUDIT & ADVICE

BACKGROUND

The Global Strategy & Impact Programme (GSIP) of Amnesty International's International Secretariat (IS) is responsible for the development and delivery of the organisation's strategic framework. This includes supporting colleagues when it comes to (1) strategy design, (2) planning and project management, and (3) impact assessment.

Providing capacity building for colleagues across the globe is a key component of the work GSIP does. Due to the diversity of learning preferences as well functions of the colleagues we engage with (from leadership to administrative functions), there is already a wide array of digital learning resources available on project management, impact assessment, and strategy design. This includes but is not limited to a detailed manual (x1), a frequently asked questions document (x1), bite-size video tutorials (x15), detailed e-modules (x6), training presentations for people to utilize themselves (x8), drop-in sessions for tailored support, templates (x10), as well as general information pages (x4).

As we enter a new strategic period (2022-2030), we will be updating our (digital) learning resources to better align them with the new framework and ensure that they are fit-for-purpose - providing colleagues the support and guidance they need, especially given the complex and ever changing contexts they are operating in.

The most important element about our learning resources is that they need to be **accessible** (inclusive, learner-centred), **tailored** formats to specific audiences (from volunteers to senior leadership, self-paced to instructor-led), and easily **adaptable** (in terms of production and scalability).

Therefore, we would like to collaborate with an individual with experience of the design of educational programmes in the process of auditing the GSIP learning resources, and developing a plan to re-develop them in the most efficient way.

EXPECTED RESULTS & KEY DELIVERABLES

The assignment will be to:

1. Familiarize themselves with the current repertoire of GSIP learning resources, including gaining specific insights from the GSIP team. This includes any learner analytics/engagement data that is available.
2. Provide input into the methodology to collect feedback from specific users of the learning resources. GSIP will collect the feedback as input when conducting the resource audit.
3. Utilizing the first impressions as well as user feedback in order to conduct a resource audit. This will need to answer the questions (in any order):
   o *What works well that GSIP should maintain?*
   o *From an educational design perspective, what should we do differently? What does not work well and should be stopped?*
   o *What resources should be prioritized for further development against the priorities of*

GSIP and the new Global Strategic Framework (2022-2030)?
  o *What specific recommendations do you have when you assess the available resources to the different audience types that we have (in terms of accessibility, format, length, etc.)?*
  o *What methods and tools do you recommend we utilize given a limited budget and how to implement that?*
  o *What specific recommendations do you have for GSIP in terms of an overall capacity building plan for 2022-2023?*

It is imperative that the answers to those questions are provided in as concrete and pragmatic responses in order for GSIP to be able to progress this work once the audit has been completed and work together with the ID to redevelop them.

The consultant will be expected to work together with the Planning, Monitoring, Evaluation, & Learning (PMEL) Lead Adviser within GSIP.

REQUIRED COMPETENCIES
  • Proven competence and experience in educational programme design for a diverse global audience, specifically for an international organization and for colleagues working in different positions.
  • Demonstrable experience in designing engaging learning content that puts the learner at the heart of it, utilizing various formats.
  • Instructional design experience, namely with developing learning resources related to at least one of the areas GSIP is responsible for (strategy design, project management, or impact assessment).
  • Proficient in English (proficiency in French and Spanish is a pre)

To increase diversity and build an inclusive team we encourage applications from the global south.

TIMELINE & BUDGET
The assignment will take place between **February - March 2022**. Together with the PMEL Lead Adviser, a detailed timeline will be developed together.

A fixed fee of £3000 (incl. VAT) will be offered. In order to apply, you must indicate how many hours you can offer against this fixed fee.

NEXT STEPS TO APPLY
If you are interested, please include the following in your proposal:
  - A short statement of interest explaining how you meet the criteria for the assignment and what specific things you would suggest for the assignment.
  - Information about the amount of hours you would be available for the assignment based on the fixed fee.
  - One example of relevant previous work in this field
  - Availability in the period February - March 2022.

Please submit this to globalstrategy@amnesty.org with the header 'Proposal: Resource Audit" by **Wednesday, 26 January 2022**.

For any questions contact globalstrategy@amnesty.org and someone in the team will get back to you as soon as possible.